

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY

EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

JUSTICE COURT CLERK I

TO ESTABLISH AN EMPLOYMENT REGISTER TO FILL POSITIONS WITH THE JUSTICE COURTS

- RECRUITMENT DATES:** Monday, March 20, 2000 – Open Until Adequate Register is Established
- SALARY:** \$10.22 Per Hour
- POSITION QUALIFICATIONS:** A High School Diploma or G.E.D. Certificate and two years of general clerical experience which included public contact. One year of post-secondary education may substitute for one year of the general clerical experience. Typing at 35 words per minute.
PREFERRED: Although it is not a requirement of the position, for many assignments the ability to speak Spanish is highly desirable.
- ESSENTIAL JOB TASKS:** Trains in the legal clerical duties involved in processing work in a Justice Court; numbers new complaints; creates files on computer; types and prepares files for new cases; prepares summonses, subpoenas, docket entries and reports; receives and receipts fines, fees, bonds and other funds; prepares forms for signature; answers routine questions; issues trial notifications. Essential tasks for individual Justice Court Clerk I assignments with the various courts may vary.
- SELECTION PROCEDURE:** Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **WRITTEN EXAM AND TYPING TEST. "TYPING TESTS ARE PERFORMED ON PERSONAL COMPUTERS."** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be required to pass a written exam and a typing test at 35 words per minute. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.
- NOTE TO EMPLOYEES:** Unless you are a temporary or unclassified employee, you must have successfully passed initial probation before your application can be considered.
- FILING PROCESS:** Required County Application Form (3100-049) must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov
- WHAT HAPPENS TO YOUR APPLICATION:** Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 105903, KAC, 7B
RECRUITMENT ABBREVIATION CODE: JCC1-MAR

DATE PUBLISHED: Monday, July 24, 2000
Supersedes: 105194

SUPPLEMENTAL INFORMATION FORM

Justice Court Clerk I

As stated on the Job Announcement, positions are with the Justice Courts throughout Maricopa County. To assist us in referring your application to preferred locations, please indicate your preference for referral to each of the following courts:

<u>Court Address</u>	<u>YES for this location</u>	<u>NO for this location</u>
BUCKEYE JUSTICE COURT , 100 N. Apache Road, Buckeye	_____	_____
CENTRAL JUSTICE COURT , 1 W. Madison, Phoenix	_____	_____
CHANDLER JUSTICE COURT , 2051 W. Warner Road, Chandler	_____	_____
EAST MESA JUSTICE COURT , 4811 E. Julep, Mesa	_____	_____
EAST PHOENIX #1 JUSTICE COURT , One W. Madison, Phoenix	_____	_____
EAST PHOENIX #2 JUSTICE COURT , 4109 N. 12 th St., Phoenix	_____	_____
GILA BEND JUSTICE COURT , 209 E. Pima Road, Gila Bend	_____	_____
GLENDALE JUSTICE COURT , 5222 W. Glendale Avenue, Glendale	_____	_____
MARYVALE JUSTICE COURT , 4622 W. Indian School, Phoenix	_____	_____
NORTHEAST PHX. JUSTICE COURT , 10255 N. 32 nd Street, Phoenix	_____	_____
NORTH MESA JUSTICE COURT , 1837 S. Mesa Drive, Mesa	_____	_____
NORTH VALLEY JUSTICE COURT , 5222 W. Glendale Avenue, Phoenix	_____	_____
NORTHWEST PHX. JUSTICE COURT , 11601 N. 19 th Avenue, Phoenix	_____	_____
PEORIA JUSTICE COURT , 7420 W. Cactus Road, Peoria	_____	_____
SCOTTSDALE JUSTICE COURT , 3700 N. 75 th Street, Scottsdale	_____	_____
SOUTH MESA JUSTICE COURT , 1837 S. Mesa Drive, Mesa	_____	_____
SOUTH PHOENIX JUSTICE COURT , 217 E. Olympic Dr., Phoenix	_____	_____
TEMPE EAST JUSTICE COURT , 1845 E. Broadway, Tempe	_____	_____
TEMPE WEST JUSTICE COURT , 1845 E. Broadway, Tempe	_____	_____
TOLLESON JUSTICE COURT , 9550 W. Van Buren, Tolleson	_____	_____
WEST MESA JUSTICE COURT , 2050 W. University, Mesa	_____	_____
WEST PHOENIX JUSTICE COURT , One West Madison St., Phoenix	_____	_____
WICKENBURG JUSTICE COURT , 155 N. Tenger Road, Wickenburg	_____	_____

Applicant Signature

Date